

**EXCITING CAREER OPPORTUNITY FOR CPA
FISCAL ANALYST
LEGISLATIVE COUNCIL - BISMARCK**

Take your career to the next level. Join a team of CPAs providing a variety of nonpartisan budget and fiscal services for the North Dakota Legislative Branch. Individuals should have good analytical and communications skills and be attentive to detail. Governmental experience preferred. Competitive salary of \$50,000 plus based on qualifications and experience.

Please send resume to Legislative Council, State Capitol, 600 East Boulevard Avenue, Bismarck, ND 58505-0360.

JOB DESCRIPTION

Fiscal Analyst

Summary of Work

Under the direction of the legislative budget analyst and auditor is responsible for performing professional fiscal, budgetary, accounting and auditing services, and legislative staff work for the Legislative Council and its committees, the Legislative Assembly and its committees, and for legislators; for analyzing budgets, conducting specialized fiscal research, providing legislative consultation on budgetary and governmental matters; for drafting proposed legislation and for providing information on legislation, the state budget, state fiscal procedures and practices, and the legislative process; and for performing other duties as directed.

Essential Functions

Attends executive budget hearings, conducts budget analysis, reviews audit reports, staffs Legislative Council and other committees, including budget tour groups, and monitors agency and institution budgets;

Conducts fiscal and general research for other Legislative Council staff, legislative committees, and for individual legislators on specialized issues and problems, prepares reports and analysis on findings, and presents alternative solutions for consideration;

Confers with and advises legislators, public officials and employees, and private citizens and organizations on fiscal legislative matters;

Provides information and assistance on the status of legislative proposals and measures and on specific areas relating to budgetary and fiscal practices and prepares summaries and explanations of budget-related reports and proposed legislation;

Drafts bills, resolutions, and amendments;

Staffs committees, including the preparation of committee minutes and reports;

Makes oral presentations to legislative interim and standing committees and responds to requests for spontaneous explanations of complex matters;

Attends committee meetings and training sessions in various locations;

Conducts training and instruction for legislators, staff, and other groups;

Arranges assignments to meet requirements and fulfill demands; and

Works overtime as required.

Desirable Knowledge and Essential Skills and Abilities

Indepth knowledge and understanding of governmental accounting, auditing, and budgetary principles, practices, and procedures;

Some knowledge of federal and state law and statutory construction principles, state code format and publication process, administrative law and procedure, and of the legislative process;

Knowledge of fiscal and some legal research sources, including use of the Internet and application of fiscal and legal research methods;

Knowledge and understanding of computer programs relating to the state budget and legal research and the legislative process;

Knowledge of the structure and relationships of federal, state, and local governments with specific emphasis on fiscal and organizational relationships;

Ability to communicate effectively orally and in writing, to explain and summarize legislation, complex written material, and detailed research documents;

Ability to draft correspondence, memorandums, and legislation clearly and concisely in a manner to accurately complete requests;

Proficiency in the English language;

Ability to write legibly;

Ability to analyze budget requests and fiscal practices, audit selective state agency reports and fiscal practices, and prepare financial statements and reports;

Ability to maintain effective working relationships with others;

Ability to work under pressure and to meet deadlines with a minimum of supervision;

Ability to operate a personal computer and to be familiar with word processing, spreadsheet, and presentation software;

Ability to remain objective, nonpartisan, and professional regarding all legislative matters;

Ability to work overtime to the extent required to perform duties;

Ability to travel and conduct work at sites away from the office;

Ability to organize a variety of information, including hard copy and electronic files; and

Ability to make computations and perform analysis accurately and to document the calculations by maintaining supporting schedules either in writing or on electronic spreadsheets.

Minimum Qualifications

A fiscal analyst must have a bachelor's degree in accounting or its equivalent from a recognized institution and be a certified public accountant. Prior experience with a public accounting firm or a governmental agency with a comprehensive accounting background is preferable. A fiscal analyst must be able to provide budgeting, accounting, and general government-related research and analysis, be able to present the work and its results orally and in well-written memorandums and reports, be nonpartisan, be able to perform the essential functions as outlined in this job description, and possess the desirable knowledge and essential skills and abilities as outlined in this job description.